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| **Job Title** | Community Employment Supervisor |
| **Employer** | North Tipperary Development Company (NTDC) |
| **Reporting Relationship** | CEO of NTDC |
| **Reporting Staff** | Staff employed in the CE Programme |
| **Location of Post** | Thurles and Nenagh Municipal Districts |
| **Closing Date for Applications** | Thursday 26th September 2024 at 12.00pm |
| **Benefits offered by NTDC** | **Travel expenses:** Travel expenses are reimbursed at public service rates.  **Organisation Culture:** Positive working environment and proactive approach to professional development, reflective practice and supervision.  **Training & Development:** Opportunities to access training relevant to the role. |

**THE EMPLOYER: NORTH TIPPERARY DEVELOPMENT COMPANY (NTDC)**

North Tipperary Development Company (NTDC) is a local development company responsible for the delivery of a range of rural enterprise, social inclusion, and community development initiatives in the Tipperary North County area.

The purpose of NTDC is to act as a voluntary, non-profit making, private limited company with a mission to promote social inclusion, promote economic development, increase employment and enterprise opportunities, and promote wider participation in voluntary activity for the people of the area.

# THE PROGRAMME/S:

NTDC deliver a 25-participant community employment programme on behalf of the DSP. A Community Employment (CE) programme is designed to help people who are long-term unemployed (or otherwise disadvantaged) to get back to work by offering part-time and temporary placements in jobs based within local communities. NTDC provides work placements within the services they deliver and with partner host communities.

**THE ROLE AND PURPOSE OF THE JOB**

Ensure the effective and efficient management and co-ordination of the human, financial and material resources of the CE Scheme and report to the Board on its implementation. A core aspect of the role is to support and coach CE participants towards gaining skills and competencies in preparation for employment.

# CORE RESPONSIBILITIES INCLUDE:

**Administration**

* Ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by the Sponsoring Organisation (DSP).
* Ensure that financial returns i.e. wages claims, materials claims, and participant development grant claims meet the standard as laid down by Department.
* Ensure implementation of systems controlling the operation of all finances e.g. cheque payments book, petty cash system, debtors, creditors and participant’s payroll, bank account and PRSI returns as directed by the Sponsoring Organisation.
* Ensure prompt and accurate payment of participant allowances.
* Ensure the security of cash/equipment on scheme as directed by the Sponsoring Organisation
* Install and manage effective time keeping record system for participants on scheme.
* Liaise with the local DSP as required.

**Training & Development Provision**

* Carry out an identification of learner needs with each participant on the scheme as part of the Individual Learner Plan process.
* Identify needs and source and co-ordinate cost effective training/development opportunities in line with DSP procurement guidelines.
* Prepare and agree Individual Learning Plan for each Participant for submission to DSP in accordance with CE procedures.
* Ensure access to recognised qualifications for participants, with a focus on the achievement of relevant qualifications including Major Awards on the National Framework of Qualifications (NFQ) or industry related equivalent.
* Plan and procure relevant training opportunities which have been approved by DSP.
* Maintain and update training records for each participant on the project as part of their Individual Learner Plans.
* Monitor and review training inputs with the participants.
* Plan and organise work placements – internal and external as required.
* Report on ILP developments to Sponsoring Organisation

**Human Resources**

* Co-ordinate the recruitment of CE applicants per the CE Recruitments and Referral Process issued by DSP.
* Plan and co-ordinate the approved work schedules and ensure contracts of employment are in place for all participants.
* Communicate effectively with all participants on the scheme using team meetings and individual formal and informal ‘one-to-one’ meetings.
* Develop a mutual understanding with participants in relation to their needs for re-entry to work where the participant had been long-term unemployed and needs to develop a clear progression path.
* Implement job search activities with participants.
* Deal with all disciplinary matters in relation to participants in accordance with DEASP CE procedures.
* Liaise with employers to promote progression to work and work with other support organisations as needed.
* Develop an exit plan with each participant.
* Follow-up and report on participants for up to 4 months on exit from CE.
* Manage staff resources as required.
* Engage in training and development as detailed in Procedures Manual.
* Report to NTLP Board or appointed subcommittee as required.

**Scheme Management**

* Provide a safe and healthy environment (health & safety) for participants – both in terms of facilities and work practices i.e. develop implement and review risk assessments, implement organisation health and safety polices.
* Ensure work experience placements on scheme are in line with CE application.
* Supervise, schedule and manage participants.
* Fully participate in training and development opportunities provided by the Sponsor and by DSP as required for the post.
* Carry out any other function relevant to the position of Supervisor (Community Employment) as indicated by Sponsor or Board of NTLP.

**Financial Monitoring and Programme and Training Monitoring**

* Ensure the CE scheme is compliant with financial, programme and training monitoring requirements as detailed in the CE Operating procedures.

**Progression of CE Participant**

* Exit Planning
* Intensive Job Search activities as part of exit planning
* Engage with Local Employers
* Database of Employers

**Other General Duties**

* To be a member of the NTDC Project Coordinator/Management Team.
* Ability to work under the directions of the Sponsoring Organisation for the effective implementation of the CE Programme in line with the CE Operational Procedures.
* To always comply with NTDC policies and procedures, including implementation of the following policies: Child Safeguarding; Data Protection; Confidentiality; Complaints; Volunteer.
* To work in a manner which positively promotes the aims, objectives, and values of NTDC.
* To participate in monthly professional supervision in accordance with the supervision policy of NTDC.
* Undertake any duties consistent with the post as may be reasonably requested by the CEO

***The above Job Description is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.***

**HEALTH AND SAFETY**

The Manager has responsibility for the implementation of the NTDC Health and Safety policy as it pertains to the staff team, services provided, areas of responsibility and the premises used by SICAP and LAES.

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**PERSON SPECIFICATION**

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| **Factors** | **Essential** | **Desirable** |
| Qualifications | * CE Supervisor candidates must evidence competency in one or more of the following areas: Business/Financial Administration, Communication & Interpersonal Skills, Training, Human Resources, People Management, ICT skills (e.g. Microsoft Office) and Payroll and a major 3rd level qualification (NFQ level 6 or higher) is desirable for the role. | * Relevant Level 7 professional qualification e.g., community development, social work, education, or a related field. |
| Knowledge | * Knowledge of post - Have a solid understanding of the role of the Community Employment Supervisor as it pertains to project management and programme delivery to long-term unemployed and vulnerable adults. Display responsibility, commitment, and motivation to implement the objectives of the Community Employment Programme. * ICT skills essential (e.g. MS Office) * Extensive knowledge of services and supports available to unemployed communities. * Extensive knowledge of the statutory and community services that operate in the programmes/s target group areas. * Comprehensive knowledge of statutory and other regulations regarding working with children, families, venerable adults, and communities. | * Knowledge and experience of a client data collection system e.g., a CRM System. |
| Experience | * Work Experience **-** Previous supervisory and people management experience relevant to post (3-years minimum) * Previous experience in administration, project management and/or training or other relevant positions * At least 3 years’ project management and / or staff management. * Experience of direct work with the target group individuals and communities. * Track record in managing budgets and meeting funding requirements. * Strong track record in working collaboratively with other agencies in the provision of services. * Proven ability to manage a demanding and diverse workload. | * Previous experience of managing a similar programme. |
| Core Competencies | * Ability to build positive working relationships with stakeholders including clients, communities, colleagues, funders, and other agencies. * Ability to work directly with unemployed individuals. * Empathetic nature and appreciation of the challenges experienced by unemployed. * Ability to work collaboratively with other agencies. * Ability to foster the confidence and competence of staff individually and collectively and support them to achieve their work potential. * Ability to lead a team, foster a strong teamwork ethos and a spirit of co-operation and collaboration. * Ability to challenge appropriately and manage conflict in a timely and constructive manner. * Excellent problem solving and crisis management skills and ability to make effective decisions in a timely manner. * Excellent verbal and written communication skills including presentation skills and report writing skills and ability to produce reports in a timely manner. * Excellent administrative skills and ability to establish and maintain effective administrative systems, keep accurate records, and produce reports in a timely manner. * Excellent planning and organisational skills with proven ability to identify priorities, work to deadlines and organise the work to ensure optimum service delivery. * Self-starter with capacity to apply creativity and initiative appropriately within the parameters of the role. * Strong resilience and capacity to manage stress and to work effectively under pressure. * Demonstrated ability to manage and be responsible for day-to-day operation of the CE programme * Capacity to meet the reporting requirements of funders. * Excellent IT skills, including Word, Excel, and PowerPoint. * **Interpersonal Skills** * Effective communication skills * Competent report writing skills * Experience of working with vulnerable individuals and job-seekers * Capable of directing, motivating, coaching and mentoring jobseekers |  |
| Other requirements | * Integrity and dependability. * Empathic nature, people oriented and concern for others. * Self-awareness and willingness to learn. * Commitment to equality and the ethos/policies of NTDC. * Full clean driving licence and use of car as required for work. * Satisfactory Police/Garda clearance * May be required to work outside of the standard working day, meetings etc. |  |

**TERMS OF EMPLOYMENT**

Full-time position - working 39 hours per week. Current funding is from 4/3/24 – 28/2/25. The continuation of the contract is subject to continued need for the service and continued availability of funding.  NTDC has been delivering a Community Employment Programme since 1997 and has consistently received multi-annual funding for the programme during that period. The Programme is currently commencing in year one of a three-year funding cycle.

The Community Employment Sponsoring Organisation (DSP/Department of Social Protection) is responsible for the terms and conditions of employment of Supervisors as outlined in the DSP Community Employment Procedures Manual.

**SALARY**

The Salary will be on the DSP Community Employment Supervisor Salary Scale, commencing at point 1 on the Scale.

**Performance Reviews**

Job Performance Review will be completed at 3-, 6- and 9-month intervals for a new Supervisor – details in CE Procedures Manual.

**HOW TO APPLY**

Please complete the Official Application Form. Application Forms are available by contacting Majella Forde [mforde@ntdc.ie](mailto:mforde@ntdc.ie) or the NTDC website at <https://www.ntdc.ie/current-vacancies/> Completed Application Forms to be submitted to Michael Murray, CEO at [mmurray@ntdc.ie](mailto:mmurray@ntdc.ie) Marked: CE Supervisor Recruitment

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